



ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 04/19/01  
Approved: 04/10

**ADMINISTRATIVE MANUAL**

**Judiciary Policies & Procedures** Policy 300

Index	Title	Approval Date
300	Judiciary Policy Index	04/10
301	Judicial Review Committee Code of Procedures	04/10
302	Bylaws and Code of Procedure Sub-Committee Code of Procedure	04/19/01
303	Parliamentary Guidelines	05/10
304		
305		
306		
307		
308		
309		
310		
311		
312		
313		
314		
315		
316		
317		
318		
319		
320		
321		
322		
323		
324		
325		
326		
327		
328		
329		
330		





**ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Revised: 12/81  
Revised: 01/82  
Revised: 10/85  
Revised: 10/85  
Approved: 10/85  
Revised: 04/99  
Revised: 04/01  
Revised: 11/08  
Approved: 04/10

**ADMINISTRATIVE MANUAL**

**JUDICIAL REVIEW COMMITTEE  
CODE OF PROCEDURE**

**Policy 301**

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Judicial Review Committee (J.R.C.) of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles.

Section 1 – Authority

The power of the Judicial Review Committee is derived from the Associated Students, Inc. Bylaws, Article IX, Section 6.

Section 2 – Function

The Judicial Review Committee shall:

- A. review, upon appeal, decisions of the Board of Directors (B.O.D.) involving interpretations of the Articles of Incorporation, the Bylaws, and the Board of Directors Code of Procedure.
- B. declare all elections results.
- C. hear all alleged violations of the election campaign rules and regulations outlined in the Elections Committee Code of Procedure.
- D. resolve grievances between regular members of the Associated Students, Inc., as defined in the A.S.I. Bylaws, and all elected and appointed officers of A.S.I. relative to the functioning of A.S.I.
- E. hear other grievances or issues referred to the J.R.C. by the B.O.D., or University President.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Voting Membership

The voting membership of the J.R.C. shall consist of a Chief Justice, three (3) Associate Justices and one (1) faculty member.

A. The Chief Justice and the Associate Justices shall be recommended by the A.S.I. President and appointed by a two-thirds (2/3) vote of the B.O.D.

1. The justices may not hold any elected or appointed office within A.S.I.

2. The justices must be regular members of the Associated Students, Inc. in good standing as defined by the University Registrar.

B. The faculty member shall be recommended by the Committee on Committees of the Academic Senate and shall be approved by a two-thirds (2/3) vote of the B.O.D.

Section 2 – Nonvoting Membership

The nonvoting membership of the J.R.C. shall consist of the University President or his/her designee and the A.S.I. Programs Coordinator.

Section 3 – Duties of the Chief Justice

The Chief Justice shall preside over all proceedings of the Committee.

- A. The Chief Justice shall ensure that all established rules and procedures of the Committee are adhered to.
- B. The Chief Justice shall be the official spokesperson of the Committee.
- C. In the event that the Chief Justice resigns or is absent, the J.R.C. shall appoint an interim Chief Justice from the Associate Justices. The interim Chief Justice shall occupy this position until the position is filled by the B.O.D. in accordance with Article 2, Section 1, A of these codes.

Section 4 – Duties of the Associate Justices



The Associate Justices shall:

- A. be members of the J.R.C. as outlined in Article I, Section 2 of these codes.
- B. be members of the A.S.I. Bylaws and Codes of Procedure Subcommittee.

#### Section 5 - Removal of a Justice

In the event that a justice is found to have been derelict in his/her duties or failed to maintain qualifications for membership on the J.R.C., he/she may be removed by an absolute majority vote of the J.R.C. and two-thirds (2/3) majority of the B.O.D.

- A. The Chief Justice will notify the A.S.I. President & Executive Director in writing regarding the removal of a justice. Two (2) Associate Justices are needed to initiate the removal of the Chief Justice.
- B. The J.R.C. will place the removal of the justice on the meeting agenda as an action item.
- C. The justice in question shall be notified by the Executive Director one (1) week prior to the removal hearing at the B.O.D. meeting.
- D. The B.O.D. will hold a hearing for the justice in question, who will have the opportunity to address the B.O.D. before a removal is voted on. Confirmation of the removal shall rest with the Executive Director.

### **ARTICLE III**

### **NON-ELECTION HEARINGS**

Hearings that do not pertain to the A.S.I. elections shall follow the guidelines delineated in this article.

#### Section 1 - Commencing a Hearing

- A. The plaintiff(s) shall file a Hearing Request Form with the Chief Justice through a scheduled meeting in person. This request must name the defendant(s), state code violations, describe the charges being filed, and list any witnesses. Any submitted petition in connection with a grievance must accompany the Hearing Request Form.
- B. A copy of the request form must also be delivered in person, by the plaintiff(s) to the defendant(s). If undeliverable in person, the J.R.C. may use reasonable means to deliver the request form.
- C. The defendant(s) must file a written reply with the Chief Justice of the J.R.C. through a scheduled meeting in person within five (5) business days after receiving the request of the hearing.
- D. The J.R.C. shall meet to decide whether to hear or dismiss the case (by a simple majority of the present, voting membership), based solely on the written documents filed by the plaintiff(s) and defendant(s), within ten (10) business days after the defendant(s) have been notified of the request for hearing, regardless of whether a rebuttal has been lodged by the defendant(s). If a case is accepted, a hearing date shall be determined.
- E. All parties shall be informed in writing of the decision (and hearing date(s), if applicable) within two (2) business days following this meeting.

#### Section 2 - Rules of Hearing

- A. The J.R.C., by its own motion, may limit the time allowed for each case, testimony, and number of witnesses. However, both sides shall be treated equally in such allotments.
- B. A postponement of the hearing may be granted by a majority vote of the J.R.C. if the defendant(s) can show just cause.
- C. Representation by proxy for either party shall be permitted through the following process:
  - 1. The party requests permission to be represented by proxy at least twenty-four (24) hours prior to the hearing. This request should be in writing (in a letter) to the Chief Justice.
  - 2. The Chief Justice shall decide whether to allow the party to be represented by proxy.
- D. Proxies must be faculty, staff, or regular members of A.S.I. as defined in the Bylaws.
- E. If the plaintiff(s) or proxy is not present at the set hearing, the case shall be dismissed.
- F. If the defendant(s) or proxy is not present at the set hearing, the status of the hearing will be determined by the J.R.C.

#### Section 3 - Order of Hearing

- A. The Chief Justice shall read the charges brought forth by the plaintiff(s).
- B. The plaintiff(s) shall confirm the charges and present his/her case, subject to cross-examination by the defendant(s) and then the J.R.C.
- C. The defendant(s) shall present his/her case, also subjected to cross-examination by the plaintiff(s) and then the J.R.C.
- D. After both cases have been presented, closing arguments shall be made by the plaintiff, and then the defendant. The J.R.C. may make further inquiries after each argument.
- E. After the closing arguments, the J.R.C. shall have the option of deliberating in executive session and the option is exercised by a majority vote of the J.R.C. A vote in open session regarding the case shall be required.



- F. A majority opinion shall be written and released within one week. The majority opinion must be signed by a majority of the voting members of the J.R.C. Any member of the J.R.C. may write a dissenting or concurring opinion. All opinions must be posted.

#### **ARTICLE IV**

#### **ELECTION HEARINGS**

Hearings pertaining to elections shall follow the guidelines delineated in the Non-Elections Hearings requirements with the exceptions listed in this article.

- A. A copy of the request will then be posted immediately on the bulletin board outside of the A.S.I. Administrative Office.
- B. It is the duty of every candidate to check the board daily for hearing notices or possible complaints lodged against them.
- C. The J.R.C. shall decide within one (1) business day after receiving the hearing request form whether or not the case shall be heard, based solely on the written Hearing Request Form. The J.R.C. must meet in person where reasonably possible to decide whether or not to hold a hearing. In the event that a physical meeting cannot take place, all members of the J.R.C. will be provided with the submitted Hearing Request Form. All voting members of the J.R.C. must then present the Chief Justice with a document containing their decision.
- D. The decision to hold a hearing shall be posted on the bulletin board.

#### **ARTICLE V**

#### **MEETINGS**

##### Section 1 – Meetings

- A. The Justices shall determine, at the beginning of each quarter the time, day, and place for possible meetings of the Committee. Such times and places shall be convenient for the faculty member.
- B. Justices must attend all meetings unless a notice of absence has been submitted at least 24 hours in advance to the Chief Justice.
- C. Members of the Committee may disqualify themselves from any case of the Committee if a conflict of interest exists.

##### Section 2 – Quorum

Quorum shall be defined as three (3) voting members. For the purposes of establishing quorum, the chair shall be counted among the voting membership.

##### Section 2 – Special and Emergency Meetings

The J.R.C. may meet on a special and emergency basis. When a special meeting is necessary, the Chief Justice shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to the meeting. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000. An emergency meeting may be called by either the Chief Justice, or through a request to the Chief Justice by three (3) voting members of the J.R.C.

#### **ARTICLE VI**

#### **AMENDMENTS**

Proposed amendments to these codes shall be submitted by a majority vote of the J.R.C. to the A.S.I. Bylaws and Codes of Procedure Subcommittee for their review and approval prior to submitting the proposed changes to the B.O.D. for their two-thirds (2/3) approval.





**Associated Students, Incorporated**  
**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Approved: May 1999  
Amended: August 1999  
Revised: April 2001

---

**ADMINISTRATIVE MANUAL**

---

**BYLAWS AND CODES OF  
PROCEDURE SUB-COMMITTEE**

---

**CODE OF PROCEDURES**

**Policy 302**

**ARTICLE I**

**AUTHORITY AND FUNCTION**

These codes shall act as the governing procedures for the Bylaws and Codes of Procedure Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Bylaws and Codes of Procedure Committee to ensure that the governing documents, policies and procedures of A.S.I. are in compliance with Title V of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the CSLA, the Articles of Incorporation, and the Bylaws.

**ARTICLE II**

**MEMBERSHIP AND DUTIES**

Section 1 – Membership

- A. The Bylaws and Codes of Procedure Committee shall be composed of 7 voting and 3 non-voting members.
- B. The entire membership of the Judicial Review Committee as delineated in the A.S.I. Bylaws (4 voting, 2 alternate)
- C. The A.S.I. Elections Commissioner
- D. A member of the BOD appointed by the A.S.I. President with a simple majority consent of the BOD
- E. One student recommended by the Chief Justice to the A.S.I. President with a simple majority consent of the BOD
- F. Associated Students Executive Director (non-voting)
- G. University President or designee (non-voting)
- H. Student Program Advisor (non-voting)

Section 2 – Quorum

Quorum shall be defined as 4 voting members.

Section 3 – Responsibilities of the Chair

- A. The Chief Justice of the Judicial Review Committee shall serve as chair of the Committee.
- B. The Chair shall vote only in the event of a tie.
- C. The Chair shall present an annual report to the Board of Directors on changes in applicable policy which effect A.S.I. governing documents, policy, and procedure.
- D. The Chair shall ensure that a written report of any recommendation or action of the Bylaws and Codes of Procedure Committee is made at least two (2) days prior to the next meeting of the BOD.
- E.

**ARTICLE III**

**ADMINISTRATIVE POLICY**

The Bylaws and Codes of Procedure Committee shall review all recommendations for the modification of the A.S.I. Administrative Manual to the BOD to ensure compliance with the rules and regulations concerning Student Body Auxiliaries.

**ARTICLE IV**

**MEETINGS**

Section 1 – General Meetings

The Executive Committee shall meet on a bi-weekly basis.



Section 2 – Special and Emergency Meetings

The Executive Committee may meet on a special and emergency basis. When a special meeting is necessary, the Chair shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to the meeting. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000. An emergency meeting may be called by either the Chair, or through a request to the chair by three (3) voting members of the Committee.

**ARTICLE V**

**AMENDMENTS**

Proposed amendments to these codes shall be submitted to the Board of Directors for unanimous approval.





ADMINISTRATIVE MANUAL

Parliamentary Guidelines

ARTICLE I

PURPOSE

Section 1 – Purpose

In addition to *Robert's Rules of Order*, all committees of the A.S.I. shall enforce the parliamentary guidelines outlined in this policy to ensure efficient meetings within the organization.

ARTICLE II

GUIDELINES

Section 1 – Agendas

- A. The agenda shall be posted at least seventy-two (72) hours prior to the date set for a regular meeting and twenty-four (24) hours before a special meeting
- B. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000.
- C. Special Meetings:
  - 1. All members are to be present at special meetings unless excused by the chair.
  - 2. Special meetings shall be adjourned after two (2) hours unless the B.O.D. extends the meetings and the absences from meetings shall be considered as an absence from a regular meeting.

Section 2 – Meeting Procedures

- A. No action or discussion may take place on items not on the agenda, unless deemed an "emergency situation" by 2/3 of members' present or unanimous vote if 2/3 of members not present.
- B. Proxies shall not be allowed under any circumstances unless explicitly stated in the committee code of procedure.
- C. On any particular issue, members who have not spoken shall be given preference over officers who have.
- D. A roll call vote shall be taken at the request of any member. Secret ballot is not permitted in such a situation.
- E. Motions
  - 1. Presentations on motions, when necessary, shall be limited to 5 minutes unless an extension is granted by the chairperson (with the consent of the committee).
  - 2. Debate on a motion before the committee shall be limited to 10 minutes unless an extension is granted by the chairperson (with the consent of the committee).
  - 3. Motions not voted on at the committee meeting shall be considered an item of business at the following meeting.
- F. Non-Action Agenda Items
  - 1. Presentations on non-action items, when necessary, shall be limited to 5 minutes unless an extension is granted by the chairperson (with the consent of the committee).
  - 2. Discussions on non-action items shall be limited to 10 minutes unless an extension is granted by the chairperson (with the consent of the committee).
- G. No committee member shall speak for more than three (3) minutes on any question except when an extension is granted by the chairperson (with the consent of the committee).
- H. Any member unable to attend a meeting and having in his/her possession papers necessary for business to be presented to the committee, shall leave them with the chairperson.



- I. Any member rising to speak on protest shall be allowed to speak for a period not to exceed one (1) minute after the deciding vote.
- J. A member may yield to a member of the gallery to speak on an issue during a period of discussion. The member of the gallery will have the same speaking restrictions as the committee member.
- K. Meetings shall be adjourned by a simple majority of the committee.

**ARTICLE III**

**AMENDMENTS**

A committee proposing amendments to these codes shall approve those amendments with a simple majority vote. Proposed amendments to these codes will then be referred to the A.S.I Bylaws and Codes of Procedure Subcommittee for their review and approval prior to submission of the proposed changes to the B.O.D. for their 2/3 approval.

